

## Employee Referral Bonus

At the Y, it is our goal to find cause-driven leaders who want to bring about meaningful change to people and communities. Current staff members that refer individuals for a valid opening are eligible to receive a \$200 (two hundred dollar) referral bonus. The YMCA of Greater Long Beach will pay this referral bonus to current employees who refer a friend, family member or professional associate who begins working for our Association.

### Guidelines:

- The referred applicant must apply for a regular full-time or part-time job opening and must comply with all application procedures established by the Y.
- The referring employee must be a regular (not temporary or contract) employee with the Y.
- In order for the referring employee to receive the bonus, the applicant must be hired and be on payroll for 2 months (60 days).
- The referring employee must submit the Employee Referral Verification form to the Payroll Department after the new employee has been hired.
- The new hire needs to have designated the person referring them on their application.
- The form must be signed by the new hire, the referring employee and the Executive Director or Branch Payroll Staff.
- Only one referring employee's name may be submitted for consideration.
- Referring employee must be employed at the time the new hire has completed all necessary new hire paperwork to be eligible for referral bonus.
- The referral bonus is subject to federal and state income taxes, OASDI, and Medicare withholdings and other authorized payroll deductions.
- Past employees, independent contractors and temporary employees are not eligible as referred candidates.
- Referral bonuses are not retroactive.
- Oversight of this program and dispute resolution will be provided by the Human Resources Department.

All Association staff members are eligible for this referral program, excluding employees whose position is to recruit applicants, employees of the Human Resources department or Management Team (branch management team and executive management team).



## Employee Referral Verification Form

Name of the New Hire: \_\_\_\_\_

New Hire's Position: \_\_\_\_\_

New Hire's First Day Worked: \_\_\_\_\_

Name of Employee Who Referred the New Hire to the Y: \_\_\_\_\_

Referring Employee's Position: \_\_\_\_\_

Signature of New Hire: \_\_\_\_\_

Date: \_\_\_\_\_

Signature of Referring Employee: \_\_\_\_\_

Date: \_\_\_\_\_

Signature Branch Payroll Staff: \_\_\_\_\_

Date: \_\_\_\_\_

**OR**

Signature of Executive Director: \_\_\_\_\_

Date: \_\_\_\_\_



**FOR YOUTH DEVELOPMENT  
FOR HEALTHY LIVING  
FOR SOCIAL RESPONSIBILITY**